

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL COUNTY CLERK RECORDS MANAGEMENT COORDINATOR

SALARY: \$38,730 Plus Excellent Benefits

This work involves responsibility for directing the implementation of a Records Management Program in a large school district, town, or county department. Duties require the identification and disposition of all appropriate records established by guidelines. The work is performed under the general direction of a higher ranking official, or other department head with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be a responsibility of the incumbent depending on specific assignment.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Secretarial Science, Office Management, Business Administration or related field and two (2) years of clerical experience in the area of records management; OR
- B. Graduation from High School or possession of a high school equivalency diploma and four (4) years of clerical experience in the area of records management; OR
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBMIT RESUME/APPLICATION TO:

John J. Kalinkewicz, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, New York 12020
Applications accepted until a selection is made.

This position will be filled provisionally pending the results of a Civil Service examination to be scheduled at a later date.

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